



**LAKE COUNTY, FLORIDA
DEPARTMENT OF GROWTH MANAGEMENT
PLANNING & DEVELOPMENT SERVICES**

PRE-SUBMITTAL APPLICATION

The Lake County Department of Growth Management is pleased to offer you the opportunity to present your development proposal to County staff for the purpose of a cursory review before filing any formal applications. A pre-submittal application meeting with the County is an informal exchange of ideas and information. Any variances or development waivers required for the project will be discussed during this meeting. The preliminary plan review during these meetings does not constitute a waiver of any requirements contained in the County's Land Development Code.

To assist staff in providing the best information possible at this level of review, we request that you submit the following items:

- ☐ Completed Pre-Submittal Application with signature.
- ☐ Property Record Card(s)
If the project includes more than one parcel, please print and attach all Property Record Cards. Property Record Cards may be obtained from the Lake County Property Appraiser's Office at 352-343-9748 or from the Internet at www.lakecopropappr.com.
- ☐ Conceptual Drawing drawn to scale with as much detail as possible to show all existing and proposed development. (11 copies are required. We will reproduce any drawing for you that is 11 x 17 or smaller.)
- ☐ Application Fee of \$65.00 (cash, check*, or credit card)
*Checks shall be made payable to the Lake County Board of County Commissioners.

The above information must be submitted to:

Lake County Department of Growth Management
Planning & Development Services
Attention: Jennifer Myers, Development Coordinator
P.O. Box 7800
315 W. Main St.
Tavares, FL 32778-7800

Upon receipt of the application and all submittal requirements, the Development Coordinator will distribute the plans and supporting documentation to the Development Review Staff. (Note: A representative of a neighboring municipality may attend and provide comments when the development is located within an approved Joint Planning Area.) The application shall be scheduled for a Development Review Staff conference approximately one (1) week from the application date. The Development Review Staff meets every Thursday at 9:00 a.m. in Room 235, located on the 2nd Floor of the Lake County Administration Building, at the address above.

CUT-OFF TIME IS NOON ON TUESDAY

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

If you have any questions or need additional information, please call (352) 343-9640 or e-mail Jennifer Myers, Development Coordinator at jmyers@co.lake.fl.us.

Lake County Planning & Development Services - Pre-Submittal Application

1. Project Name: _____
2. Proposed Use: ☐ Commercial/Retail ☐ Industrial ☐ Office
☐ Mixed Use ☐ Residential ☐ Institutional Community Facility
3. Description of Project: _____
4. The property is generally located in the vicinity of the following streets: _____

5. Has any previous application been filed within the last year in connection with this property?
YES _____ NO _____ If yes, please describe the nature of the request and include the case number. _____
6. Will the Project be served by a central water system?
YES _____ NO _____ If yes, name the existing system. _____
7. Will the Project be served by a central sewer disposal system?
YES _____ NO _____ If yes, name the existing system. _____
8. Are any existing **well(s)** or **septic tank(s)** on site? YES _____ NO _____
9. Will there be any Hazardous Materials stored on site which may include fuel tanks, mineral/acid tanks, caustic materials, etc.? YES _____ NO _____ If yes, please give detailed information, including the size of the tank(s), location aboveground or underground, distance between tanks and other structures, etc. _____

10. Will the project have private streets? YES _____ NO _____
11. Will this development be an age-restricted community? YES _____ NO _____
12. Site Development Data:
Existing Zoning: _____ Future Land Use: _____
Acreage of Property: _____ Anticipated Density: _____
Total Acreage in Easements: _____ Total Acreage in Wetlands: _____
Commercial
Building Square Footage: _____ Construction Acreage: _____
Proposed Type of Occupancy: _____
Residential
Number of Lots: _____ Total Number of Dwelling Units: _____

Applicant Information

Name: _____ Company: _____
Telephone Number: (____) _____ Fax Number: (____) _____

Applicant Signature
Revised 06/2006

Date